

JOB DESCRIPTION
Puyallup School District
Exempt Level 5

Payroll Manager

Purpose Statement:

The Payroll Manager oversees the accurate and timely processing of the district's payroll, manages employee leave systems, ensures compliance with tax reporting, and supervises payroll staff to support district-wide financial operations.

Essential Functions

- Oversee the maintenance of the employee payroll management system; supervises duties connected with processing employee pay to include calculating wages, pay adjustments, invoicing employees, notifying administrators and employees regarding employee pay and leaves.
- Ensures accurate and timely reporting of payroll data to all relevant agencies.
- Manages processes related to employee death, including family communication, financial reconciliation, and coordination with banks and county treasurer.
- Helps prepare and submit required quarterly reports and payroll taxes. Responsible for the annual W-2 audit and processing.
- Supervises, trains, monitors, and evaluates work of assigned employees.
- Monitors trends to facilitate departmental planning.
- Directs the work of other payroll staff for the purpose of managing workflow, setting priorities, providing instruction and guidance in system processes and procedures that will ensure timely and accurate pay.
- Collaborates with vendors (e.g., identifying needs, documenting process, defining, and ensuring fulfillment of requirements, etc.) for the purpose of developing, implementing, and maintaining information systems, services and/or programs.
- Takes a lead role in special projects such as upgrades to the human resources/payroll system for the purpose of providing information and feedback to other payroll staff, developers, identifying needs for enhancements, developing, and modifying business processes that will maximize the functionality of the system.
- Works closely with administrators to assist payroll leadership for the purpose of resolving issues in regards payroll processes, or compliances with legal regulations, policies, or collective bargaining agreements.
- Serves as a backup for the payroll, retirement, and benefits leadership for the purposes of maintaining department efficiency and effectiveness in their absence.
- Oversee and manages leave and pay information coming from the substitute management applications and Timecard online.

Other Functions

- Participates in payroll leadership team meetings and steps in as needed to lead.
- Establish work group goals and objectives consistent with department and District goals.

Job Requirements: Minimum Qualifications

Knowledge, Skills, and Abilities

- Advanced knowledge and skills with automated payroll systems, Microsoft Office applications, including Excel.
- Ability to work with third party software, internet, and email programs.
- Advanced knowledge of general accounting, payroll, and auditing procedures

- Proficient knowledge of tax reporting requirements relating to payroll and retirement reporting and processing.
- Advanced ability to accurately perform complex mathematical calculations.
- Ability to maintain confidential and sensitive material and information.
- Ability to take initiative, work independently, and effectively manage multiple projects.
- Ability to supervise, lead and motivate assigned staff and provide training.
- Ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals, while under pressure
- Demonstrated proficiency in oral and written communication.
- Ability to understand/explain and ensure compliance with district payroll practices and procedures.
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school district payroll.
- Demonstrate strong skills to interpret and integrate laws/enhancements and bargaining agreements into payroll process.
- Establishes district priorities and deadlines for department with payroll administrator and ensures compliance for all staff.
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments.
- Required to perform multiple technical tasks with a need to continually upgrade skills to meet changing job conditions.

Working Environment

Office/business setting; requires visual and mental concentration on high volume of detail; computer operation requires dexterity and precision; required to sit for prolonged periods; experiences interruptions and inflexible deadlines; required to deal with distraught, frustrated, and angry people. Teamwork and high productivity requirements create frequent extra hour days and weekends.

Education and Experience

Bachelor Degree or Associated of Arts Degree in accounting or business administration and/or five years of successful lead or supervisory payroll or accounting experience required. Previous school district payroll or human resource experience within a K-12 school district required. BusinessPlus experience preferred.

Reporting Relationship

Reports to the Director of Payroll

Required Testing

Successful completion of required tests

Certificates & Licenses

Must be bondable

Continuing Educ./Training

Clearance

Criminal Justice Fingerprint/Background Clearance